

Brigade Command Policy # 01-03

AFZNBA-CO

MEMORANDUM FOR 1st Brigade, 1st Infantry Division (Mech)

SUBJECT: Officer Management Policy

1. PURPOSE: To establish guidelines for assigned officers within the BCT
2. An officer's initial unit assignment will be made by the Brigade S-1 based on projected officer strengths and guidance from the Brigade Commander. Once an officer has been projected for assignment to a unit, the Brigade S-1 will distribute an ORB and assignment memorandum to the gaining unit. The gaining unit has five duty days to assign a sponsor and inform the Brigade S-1 of the name, rank, unit, and duty phone of the sponsor. The gaining unit must send a welcome letter to the inbound officer informing him of his sponsor's name and contact numbers/email addresses. The sponsor is responsible for contacting the inbound officer and providing him/her with any information regarding the unit, Fort Riley, and the surrounding area. The quality of sponsorship forms the inbound officer's first impression of the BCT.
3. Officers will be further assigned to specific duty positions as determined by the Brigade Commander using these guidelines:
 - a. All second lieutenants will be initially assigned to the lowest level in their branch (e.g., an infantry lieutenant will be assigned as a platoon leader) for at least 12 months prior to being assigned to other positions such as battalion staff positions. Exceptions in lower density specialties (CM, SC, MI, etc.) may be temporarily granted due to lack of platoon leader positions. Lieutenants will be placed in these positions as soon as they are vacant.
 - b. Captains are initially assigned to staff positions for a minimum of one year prior to assuming command of a company or battery. Captains will be slated for command upon arrival in the BCT. The BCT S-1 will maintain the company command slate for the BCT. Any changes to the command slate require my approval. The following additional guidelines apply to the management of the captains within the BCT:
 - (1) Company/Battery command tours will normally be 15-18 months, unless otherwise approved by the Brigade Commander (deployments to a combat zone may effect the average time that a commander remains in command in an effort to stabilize company/battery leadership). Second company commands for captains will be based on superior performance, the recommendation of the chain of command, and timing / availability of commands. Second company commands will only be approved for Headquarters Companies, Batteries, and Detachments. Captains selected for these positions must have previously served only 12 months in command and will serve 12 months in the HHC command.
 - (2) Second commands must be approved by me and coordinated by the G1 with PERSCOM. In all cases, total command time for both commands will not exceed 24 months. Battalion commanders should discuss second company commands with me at least four months in advance and submit requests in memorandum format through me to the CG for approval.
 - (3) Prospective commanders will attend the Fort Riley Company Commanders' Orientation Course prior to assuming command, unless a delay in attending this course is approved by me.

(4) Company commanders must be Career Course graduates.

(5) The removal of an officer from command is a serious matter. No company commander will be relieved without proper counseling and opportunity to improve. Battalion commanders contemplating or initiating a request to relieve an officer must coordinate with me in advance. Battalion commanders may, after consultation with me and SJA, temporarily suspend an officer from his duties in the event of a serious incident or allegation of misconduct.

c. Majors will be afforded the opportunity to serve in branch qualifying positions for a period of at least 12 months – preferably 18 unless moving to a second branch qualifying position. Consecutive branch qualifying positions will be considered on a case-by-case basis based on the needs of the BCT, the installation, and the best interests of the officer. Battalion commanders should discuss with me possible consecutive branch qualifying jobs for the majors under them no later than mid-December to allow for proper coordination.

4. I will inbrief all officers that I rate and senior rate within 30 days of their arrival or assumption of duties to provide my expectations and guidance. I will provide informal feedback on duty performance to officers at their request or at training sites. Additionally, I will counsel all rated and senior rated officers on their performance prior to submitting any OER to PSB to provide feedback on their performance and potential for continued service to our Nation.

5. The goal of our officer management policy is to best meet the requirements of the BCT, while satisfying the professional development needs and the personal desires of each officer.

6. “Devil Brigade!”

//original signed//
BART HOWARD
COL, AR
Commanding